CAVENDISH UNIVERSITY UGANDA
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P.O. Box 33145, KAMPALA.

Please attach Two Recent Passport size Photos

STUDENT APPLICATION FORM

Applicant's Name: _____

Course: _____

Intake: **January** ☐ **April** ☐ **Sept** ☐

Session: **Day** ☐ **Evening** ☐ **Weekend** ☐ **D L** ☐

Sex	Male		Female		Title Mr./Ms/Miss/Mrs./Dr Delete as appropriate

Your First Name:	Date of Birth: / / /
Your Family Name:	Nationality & ID NO.:
Tel Number(s):	E-mail:
Post office Address:	
Physical Address:	
Correspondence address if different from above: Tel: E-mail: Post office address:	
Parents/Guardian/Sponsor's Name:	
Parents/Guardian/Sponsor's address:	
Name of Next of kin:	
Telephone Number of next of kin :	
Physical Address for the next of kin:	
Relationship with next of kin:	
Examination taken with dates and results. Please attach copies of examination certificates: 1. 3. 2. 4.	
Work Experience (Please give brief details)	

Why have you chosen Cavendish university and this particular course?
What are your future plans with regard to both higher education and employment?
How do you think this course will help your academic plans and / or career ambition?
How did you learn about this University?
Please write a brief statement about yourself including details of your hobbies and interests.

For Official use only

Name of the Interviewer:			
Recommended Course:			
Course Code:			
Start Date:		Finish Date:	
Entry point:			
1st Semester	2nd Semester	3rd Semester	4th Semester

Interviewer's Comment: ……..Signature……..

DVC Academics. REF if any……..Signature……

TERMS AND CONDITIONS OF TUITION PAYMENT:
2024/2025 ACADEMIC YEAR

Student Payment and Registration Policy

Purpose

This document is meant to notify all students of the University's revised rules with regards to Payment and Registration. All students should be aware of these rules and use them to plan the financing of their studies and also to ensure that they are recognized by the University as a Registered Student, eligible to be studying and taking part in all academic activities in the current semester**.**

The University reserves the right to change these rules from time to time and will endeavor to give all Students proper notifications of such changes.

Registration Process

The Registration Period for each semester ends after the fourth week of the semester. The entire student body is expected to be part of this process. That is to say both new students enrolled in a given semester and continuing students from the previous semester.

Who is Considered a Registered Student?

A Registered Student is a student who has paid the registration fee for the semester, is current on their tuition and other fee payments, is attending class with the intention of taking exams and is completing the course successfully.

Any student with outstanding balance from the previous semester will not be eligible to register until he/she clears all outstanding balances from the previous semester.

NB: Only registered students will be eligible to sit for Continuous Assessment Tests and Final Exams

Registration Fees and Discounts

Each semester, every student must pay the registration fee by the fourth week of the semester. Students who have not paid the registration fee will not be allowed to attend class.

Students who pay the Registration Fee within the first two weeks of the semester will receive a 50% discount on the Registration Fee. CUU Pricing and Registration Policy

Students who pay the Registration Fee prior to the start of the semester will receive a 75% discount on the Registration Fee.

Application Fees and Discounts

Application fees are charged to all new students applying to Cavendish.

All new students who pay at least 50% of tuition by the end of the fourth week of the semester for which they applied will be reimbursed the application fee.

Fee Payment Schedule and Early Payment Discount

The standard payment plan for students during the semester is shown below. Students will be considered Current if they have paid according to the schedule.

1. 50% of tuition and fees by the fourth week
2. 75% of tuition and fees by the ninth week
3. 100% of tuition and fees by the fourteenth week

NB: Students who pay 100% of tuition and fees before the end of the fourth week will receive a discount of 10% of the total semester tuition.

Late Payment Fees

Due to the additional administrative and interest costs incurred by the University when a student falls behind the payment plan, the University will impose late payment fees on students who miss the above deadlines.

In addition, in order to continue their studies after missing payment deadlines, students must obtain Academic Clearance from the Deputy Vice-Chancellor of Academics prior to settling their outstanding balance with Finance. In order to obtain Academic Clearance, students must show proof of having attended at least 70% of their classes from the beginning of the semester.

The late payment fees will be assessed as follows:

1. Students who have not paid at least 50% of tuition and fees by the fourth week of the semester will be assessed a late payment fee of UGX 100,000
2. Students who have not paid at least 75% of tuition and fees by the ninth week of the semester will be assessed a late payment fee of UGX 50,000
3. Students who have not paid at least 100% of tuition and fees by the 14th week the semester will be assessed a late payment fee of UGX 50,000

Eligibility to sit Continuous Assessment Tests and Exams

Only registered students are eligible to sit for Continuous Assessment Tests (CATs) and Exams. Below are the schedules for tests/exams during the semester for all courses: CUU Pricing and Registration Policy

1. In week six, the first CATs will be administered; only Registered Students (students who have paid 50% or more of their tuition fees by the fourth week) will be permitted sit for the first CATs.

A student who has not paid 50% by the end of the fourth will have to obtain Academic Clearance, pay the UGX 100,000 late payment fee and bring their amount paid for the semester to at least 50% of tuition and fees in order to sit for the first CATs.

2. In week eleven, the second CATs will be administered; only Registered Students (students who have paid 75% or more of their tuition fees by the ninth week) will be permitted sit for the second CATs.

A student who has not paid 75% by the end of the ninth week will have to obtain Academic Clearance, pay the UGX 50,000 late payment fee and bring their amount paid for the semester to at least 75% of tuition and fees in order to sit for the second CATS.

3. Students wishing to sit for final exams must have paid 100% of their tuition and fees by week fourteen.

A student who has not paid 100% by the end of the fourteenth week will have to obtain Academic Clearance, pay the UGX 50,000 late payment fee and bring their amount paid for the semester to 100% of tuition and fees in order to sit final exams.

Academic Activity

For a student to be eligible to sit for any CAT or Exam, he/she should have attended 70% of their classes.

I have seen and received a copy of the terms and conditions for tuition payment and will abide by.

Name:…….Signature of Applicant ……Date / /

TERMS AND CONDITIONS FOR ADMISSION

1. Students are required to attend all lectures, classes and tests and to submit written work as required by the lecturers and tutors.
2. The University reserves the right to expel a student if he/she does not fulfill the above requirements or for disruptive behavior. No refund of fees will be given.
3. Enrollment for a programme entails full payment of general fees, together with the payment of the required deposit of 50% of the semester tuition fees and creates a binding agreement to follow the programme of study and to pay the full fee. However in the event that a student is unable to settle the full cost fees, then the student will be required to pay 50% of the first semester fees plus an administration surcharge upon registration.
4. The balance is subject to a flexible payment plan and payable within the first four
5. When a student is in default, a penalty fee of 10% will be payable by the student and the entire balance will become due forthwith. Under these circumstances, re-admission of the student will be only subject to review by the University.
6. In the event of a cancellation by a student for whatever reason, or change of course, the following will apply:
    i. Deposit and general fees will not be refunded.
    ii. Cancellation must be made in writing.
    iii. If a student changes his/her Programme of study during the semester, no refund will be given where the preferred Programme involves fewer subjects.
7. Full Fees paid in advance will be discounted at 5% of the list price.
8. Programme deliveries will take place only if justified by demand or economic numbers.
9. While Programme start and end dates are not expected to change, the University reserves the right to alter dates in order to facilitate or improve the provision of the Programme and its examination. Those changes will in no way affect the other terms and conditions of the students' contract with the university.
10. The university prospectus is correct at the time of printing but is subject to alteration.
11. Return a certified and completed university medical form.
12. Please note that all listed fees for future periods other than the semester of registration and invoice, are only indicative and subject to change at the discretion of the university at any time but before commencement of classes in the affected semester.
13. The University will be happy to offer advice relating to University application, examination, entries etc, however it is the student's own responsibility to ensure that all applications and entries, of whatever nature, are in order and delivered by the appropriate
14. It should be noted by all applicants that all cases of Impersonation, Falsification of Documents or giving false/incomplete information whenever discovered either at registration or afterwards will lead to automatic **CANCELLATION OF ADMISSION** and prosecution in the Uganda Courts of Law at the time of such discovery.

DECLARATION

I have noted and understood the implication of giving incomplete/incorrect information. I confirm that, to the best of my knowledge the information given on this form is correct. I have also read the terms and conditions of the University and agree to abide by them.

Name:…….Signature of Applicant ……Date / /